



Indiana Supreme Court

Judicial Technology and Automation
Committee

Probation Officers Regional Training

Department of Child Services' INCITE
Application for IV-E Eligibility,
Payment and Federal Reporting



Who is JTAC?

Justice Frank Sullivan, Jr., *Chair*
Indiana Supreme Court

Hon. Paul Mathias, *Vice Chair*
Indiana Court of Appeals

Hon. Sherry Biddinger-Gregg
Knox Circuit Court

Hon. Christopher Burnham
Morgan Superior Court #2

Hon. Jeffery Dywan
Lake Superior Court

Hon. Michael G. Gotsch
St. Joseph Circuit Court

Hon. Frances C. Gull
Allen Superior Court

Hon. Kenneth G. Todd
Monroe Circuit Court

Hon. Barbara Collins
Marion Superior Court



Key Initiatives

- Odyssey Case Management System
- Supervision Product Center for Odyssey
- Protection Order Registry
- BMV Project
- Marriage License e-File
- Electronic Tax Warrant
- electronic Citation and Warning System (eCWS)
- Online Probation Reports
- DCS Probation (IV-E, Services and Placements and Federal Reporting)



The DCS Application for Probation Officers

- A Joint effort by JTAC and the Department of Child Services to address HB1001 requirements for IV-E Eligibility and payment for services and placements in juvenile cases
- An INCITE Application



What is INCITE?

- Indiana Court Information Technology Extranet
- A site on the World Wide Web maintained by JTAC
- Requires a user name and password
- Users can access only those applications they have been authorized to use

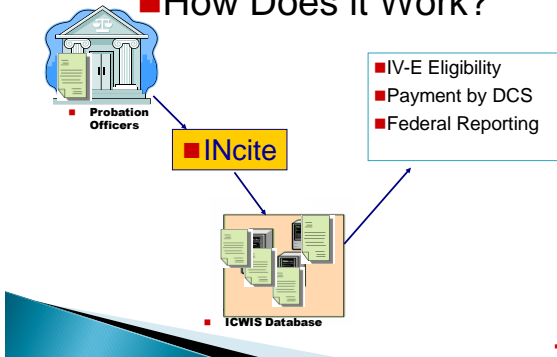
<https://www.incite.in.gov>



Why Use the DCS Probation Application?

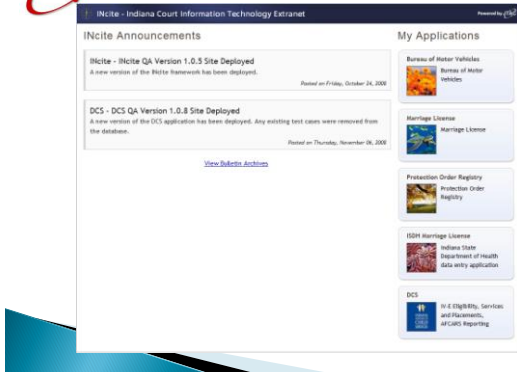
- Faster IV-E Eligibility Determination
- Payment for Services and Placements
- Meets Federal Reporting Requirements
- Electronic Submission (replaces paper form)

How Does it Work?

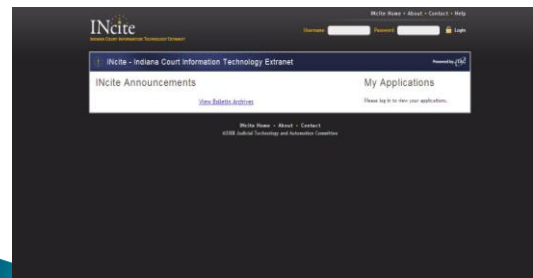


What Does it Look Like?

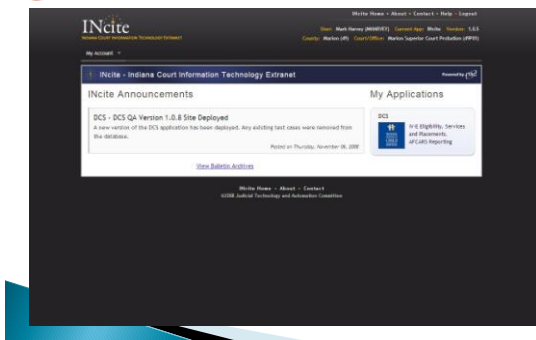
- Log-in
- Home Page
- Creating a New Case
- Adding Case Participants
- Adding Placements and / or Services
- Adding Removal Month Income and Assets
- View Pending Cases
- Search ICWIS for Open Cases



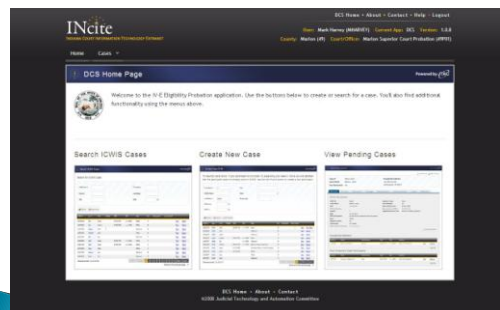
INCITE Home Page



INCITE Applications



DCS Application Home Page



■13

■14

■15

■16

■17

■18

■ Services Tab

Case #1234 (New Case) Household Address: 1234 S Market Street, Apt. 5, Logansport, IN 46947

Case Name: Doe, Jennifer Has Placement: Yes

General Services Placements Hearings Earned Income Unearned Income Assets Education

Services

There are no services associated with this case.

■19

■ Search for Service Resource

County: Marion (P) Court/Clerk: Marion Superior Court Production (PSP)

Resource Name: Resource ID: License Number:

Search Cancel

■20

■ Search Results

Search for Resource

County: ALL Type: Status: Resource Name: AAA Resource ID: License Number:

Name	Type	Status	Effective Date	Expiration Date
AAA	Court/Clerk	Marion Superior Court Production (PSP)		
AAA FACILITY	Court/Clerk	Marion Superior Court Production (PSP)		
AAA FACILITY	Court/Clerk	Marion Superior Court Production (PSP)		

Showing records 1 to 3 of 3

■21

■ Adding a Service

Case Service

Select the participant(s) for which the service is being provided:

Provider: Service: From Date: To Date:

OK Cancel

■22

■ Placements Tab

Case #1234 (New Case) Household Address: 1234 S Market Street, Apt. 5, Logansport, IN 46947

Case Name: Doe, Jennifer Has Placement: Yes

General Services Placements Hearings Earned Income Unearned Income Assets Education

Placements

There are no placements associated with this case.

■23

■ Search for Placement Resource

County: Marion (P) Court/Clerk: Marion Superior Court Production (PSP)

Resource Name: Resource ID: License Number:

Search Cancel

■24

■ Search Results

Search for Resource

Country: ALL | Type: | Status: | Resource Name: Hosier | Resource ID: | License Number: |

Search | Cancel

Resource	Type	Status	Effective Date	Expiration Date
Hosier Psychiatric Clinic				

Showing records 1 to 1 of 1

25

■ Placements Tab

Case Placements

Case #: (New Case) | Household Address: 1234 S Market Street, Apt. 5 | Logansport, IN 46947

Case Name: Doe, Jennifer | Has Placement: Yes

General | Services | Placements | Hearings | Earned Income | Unearned Income | Assets | Education

Program	Start Date	End Date
Household Services	10/15/08 00:00:00	10/15/08 00:00:00

Permanency Plans

There are no permanency plans associated with this case.

26

■ Add a Permanency Plan

Case Permanency Plan

Add Permanency Plan

Plan: | Start Date: | End Date: |

OK | Cancel

27

■ Hearings Tab

Case Hearings

Case #: (New Case) | Household Address: 1234 S Market Street, Apt. 5 | Logansport, IN 46947

Case Name: Doe, Jennifer | Has Placement: Yes

General | Services | Placements | Hearings | Earned Income | Unearned Income | Assets | Education

Court Hearings

There are no court hearings associated with this case.

28

■ Enter Hearing Information

Case Service

Hearing Information

Hearing Date: 10/16/08 | Case Number: 91001-00-0000 | Available Outcomes: | Selected Outcomes: Removal Ordered and Child Placed

OK | Cancel

29

■ Earned Income Tab

Case Earned Income

Case #: (New Case) | Household Address: 1234 S Market Street, Apt. 5 | Logansport, IN 46947

Case Name: Doe, Jennifer | Has Placement: Yes

General | Services | Placements | Hearings | Earned Income | Unearned Income | Assets | Education

Removal Month

There are no removal month earned incomes associated with this case.

Employment

There are no employment records associated with this case.

30



■ Add Removal Month Earned Income



INCITE
Indiana Court Information System
User: Mark Harvey (MHSB/IEY) Current App: DCS Version: 1.0.8
County: Marion (PI) Court Office: Marion Superior Court Probation (HPOI)

Case Income

Add Removal Month Earned Income

Participant: Doe, Jennifer
Employer: Wal Mart
Type: In-kind earnings
Status: Active
Verification: Employer/Wage/Labor Org. Document
Amount Paid Prior to Removal: 110.00

OK Cancel

31



■ Unearned Income Tab



INCITE
Indiana Court Information System
User: Mark Harvey (MHSB/IEY) Current App: DCS Version: 1.0.8
County: Marion (PI) Court Office: Marion Superior Court Probation (HPOI)

Case Unearned Income

Case #: (New Case) Household Address: 1234 S Market Street, Apt. 5
Case Name: Doe, Jennifer Logansport, IN 46947
Has Placement: Yes

General Services Placements Hearings Earned Income Unearned Income Assets Education

Removal Month

Ongoing

There are no removal month unearned incomes associated with this case.

There are no ongoing unearned incomes associated with this case.

32



■ Add Removal Month Unearned Income



INCITE
Indiana Court Information System
User: Mark Harvey (MHSB/IEY) Current App: DCS Version: 1.0.8
County: Marion (PI) Court Office: Marion Superior Court Probation (HPOI)

Case Income

Add Removal Month Unearned Income

Participant: Doe, Patricia
Type: Child Support payment received
Verification: Client Statement or Records
Amount Paid Prior to Removal: 345.00

OK Cancel

33



■ Assets Tab



INCITE
Indiana Court Information System
User: Mark Harvey (MHSB/IEY) Current App: DCS Version: 1.0.8
County: Marion (PI) Court Office: Marion Superior Court Probation (HPOI)

Case Assets

Case #: (New Case) Household Address: 1234 S Market Street, Apt. 5
Case Name: Doe, Jennifer Logansport, IN 46947
Has Placement: Yes

General Services Placements Hearings Earned Income Unearned Income Assets Education

Removal Month

Ongoing

There are no resources/assets associated with this case.

There are no resources/assets associated with this case.

34



■ Add Removal Month Asset



INCITE
Indiana Court Information System
User: Mark Harvey (MHSB/IEY) Current App: DCS Version: 1.0.8
County: Marion (PI) Court Office: Marion Superior Court Probation (HPOI)

Case Asset

Add Resource/Asset

Participant: Doe, Patricia
Type: Checking Account
Verification: Financial Institution Document
Balance/Value: 235.00

OK Cancel

35



■ Education Tab



INCITE
Indiana Court Information System
User: Mark Harvey (MHSB/IEY) Current App: DCS Version: 1.0.8
County: Marion (PI) Court Office: Marion Superior Court Probation (HPOI)

Case Education

Case #: (New Case) Household Address: 1234 S Market Street, Apt. 5
Case Name: Doe, Jennifer Logansport, IN 46947
Has Placement: Yes

General Services Placements Hearings Earned Income Unearned Income Assets Education

Education History

There are no education records associated with this case.

36



■ Add Child Education Information



■ 37



■ General Tab



■ 38



■ DCS Application Home Page



■ 39



■ View Pending Cases



Case Name	Created By	Created On	View	Remove
Reynolds, Dennis	JSLUTERA	11/06/2008 11:50 AM	View	Remove
Test, Test	RBROGADUS	11/06/2008 12:19 PM	View	Remove
Smith, Kenneth	ELIARIC	11/06/2008 12:45 PM	View	Remove
Test, Serenity	RBROGADUS	11/06/2008 12:52 PM	View	Remove
Doe, Jennifer	AWARNEY	11/06/2008 02:27 PM	View	Remove

■ 40



■ Search ICWIS for Open Case



■ 41



■ Next Steps for Probation



- Read and complete the "User Agreement Form"
- Have your Judge or Supervisor complete the second section of the "User Agreement" form
- FAX the entire form to JTAC at 317-234-2605
- You will receive your log-in information by email
- Review the User Manual on the INCITE web site
- Begin using the application on January 1, 2009

■ 42



■ Next Steps for JTAC and DCS

- JTAC, DCS and volunteer staff around the State will be testing the application and providing feedback
- User log-ins will be created and emailed to all users who submitted a completed and signed User Agreement form
- JTAC will be adding enhancements after January 1



■ 43



Questions?

**Call the JTAC Help Desk
(888) ASK-JTAC
(888)275-5822**

For a manual and instructional videos go to:
<https://www.incite.in.gov/dcs>



■ 44